
Interagency Contracts Coordinating Team (ICCT)

Meeting Minutes

May 13, 2003

Attending: Laura Nelson (OFM), Anne Holm (SAO), Carolyn Stephens (OFM), Tom Goldsby (L&I), Jim Matthews (DOH), Teri Savage (OFM), Katie Blinn (LEG), Christy Hoosier (DHS), Debbie Kettelhut (DVA), and Elin Meyer (HCA)

Performance-Based Contracting

Laura reviewed topics discussed at a training session she attended on Performance-Based Contracting. She reported that the federal government has targets for the number of performance-based contracts entered into. She reviewed the attached slides received at the training and the group discussed how to measure outcomes, which is especially difficult with client service contracts because of the relationship of the client with the contractor or other variable factors. Tom Goldsby and Debbie Kettelhut each provided sample performance measures that their agencies are using and asked for feedback.

The group discussed adding more performance-based contracting information to contract training classes. Laura said that OFM is considering developing an advanced contract training class, which could provide that information. She asked members to consider helping plan curriculum for the class sometime next spring.

Joint Training

Tom Goldsby reported on planned joint contracts training between several agencies, with the first session possibly scheduled for February 2004. The idea of joint contracts training had previously been discussed in the Washington Association of Contracts Specialists (WACS) group.

The attached proposal captures the details and thoughts about what this training would include. The basic idea is to bring together all those agencies that are involved in contracting (OFM, GA, DIS, etc.) and to have each agency present the information about their contract types and roles, hopefully with some discussion about the overlap with other agencies/types of contracts. Tom meets with GA later this month regarding the training and will update Laura on progress.

Update: *Tom did meet with GA and they are interested in taking the lead on this training. They are working to schedule this session on February 19, 2004.*

Legislative Update

Two bills passed the Legislature that includes contracting issues – one regarding public works processes and the other regarding performance contracts between state agencies and four-year institutions. Two other bills are pending, regarding performance measures. One of the bills involves JLARC reviewing agencies for performance measures, and more performance audits; no information is available on the other, but they are thought to be competing bills.

Future Agenda Items

- Grants – invite other agencies to participate too, as they have issues around grants (not just an issue with client service contracts)
- Faith-based organizations
- Civil service reform – contracting out

NEXT MEETING

The next meeting is scheduled for September 9, 1:30 to 3:30, at the DIS Forum Building Boardroom.

Agenda Items

- Grants – Begin discussion/organize work group
- Joint training follow-up
- Risk-based audit follow-up

Please email Laura with any suggestions for agenda items.

MEETINGS FOR JUNE, JULY, AND AUGUST ARE CANCELLED